

Collin County Clerk  
200 S McDonald, Annex A #120  
McKinney, Texas 75069  
Website: <http://www.co.collin.tx.us>  
Phone (972) 548-4134  
Metro (972) 424-1460 x4134



## **BIRTH AND DEATH CERTIFICATES**

### **Application for a Certified Copy of Birth Certificate**

Only a Qualified Applicant may obtain a copy of a birth certificate.

1. The registrant. The person named in the record.
2. The parent, child, brother, sister, spouse, grandparent, legal guardian or managing conservator of the registrant.
3. Legal representative, agent or other person acting under contract for the registrant. Must provide a letter of permission and a copy of identification from the registrant.

An applicant must provide all necessary information and show proper identification prior to obtaining the certificate.

Any Texas Birth certificate may be purchased in Collin County. This office uses a remote access system to the State's records dating at this time from 1926 to the present. However, births are not usually available in the County Clerks Office on the computer system for approximately 3 weeks after the date of birth.

### **Application for a Certified Copy of Death Certificate**

Only a Qualified Applicant may obtain a copy of a death certificate.

1. The parent, child, brother, sister, spouse, grandparent, legal guardian or managing conservator of the registrant.
2. Legal representative, agent or other person acting under contract for the registrant. Must provide a letter of permission and a copy of identification from the registrant.

An applicant must provide all necessary information and show proper identification prior to obtaining the certificate.

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## APPLICATION FOR CERTIFIED COPY OF BIRTH OR DEATH CERTIFICATE

### BIRTH

#### NUMBER REQUESTED

\_\_\_\_\_ Certified Copy (Full Size) \$11.00 Each

\_\_\_\_\_ Certified Copy (Wallet Size) \$11.00 Each

### DEATH

#### NUMBER REQUESTED

\_\_\_\_\_ \$9.00 For 1st Certified Copy

\_\_\_\_\_ \$3.00 for each additional copy ordered at this time

Full name on record: \_\_\_\_\_  
First Middle Last

Date of Birth or Death: \_\_\_\_\_ County of Birth or Death: \_\_\_\_\_

Father's Name: \_\_\_\_\_  
First Middle Last

Mother's Name: \_\_\_\_\_  
First Middle Last(maiden)

Applicant's Name: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_  
Street City State Zip

Relationship to person named on certificate: \_\_\_\_\_

Purpose for obtaining copy of certificate: Please check all that apply.

\_\_\_\_\_ Driver License \_\_\_\_\_ Housing \_\_\_\_\_ Insurance \_\_\_\_\_ Passport \_\_\_\_\_ Records

\_\_\_\_\_ Social Security \_\_\_\_\_ Travel \_\_\_\_\_ Veterans \_\_\_\_\_ Welfare \_\_\_\_\_ School

\_\_\_\_\_ Other: If other, please specify: \_\_\_\_\_

NOTICE: Providing false information on this application is a violation of the law and may lead to fine or imprisonment, or both. The person to whom any certified copy of Birth or Death Record is issued must be a properly qualified applicant. The applicant must have a direct and tangible interest in the record and further, should have a significant legal relationship to the person whose record is requested. The purpose for which the certified copy is needed and the relationship of the applicant to the registrant is essential to determination as to whether or not the person making the request is a properly qualified applicant. (Health and Safety Code, Chapter 678, Sec. 196.003)

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

ID# \_\_\_\_\_ D/O/B \_\_\_\_\_ Expiration Date \_\_\_\_\_  
(Driver's license, passport, ID, Etc.)

**REQUEST WILL NOT BE PROCESSED WITHOUT ID. INFORMATION**

### OFFICE USE ONLY

Volume \_\_\_\_\_ Page \_\_\_\_\_ Check \_\_\_\_\_ Cash \_\_\_\_\_

Austin File No. \_\_\_\_\_ Money Order \_\_\_\_\_

Security Paper No. \_\_\_\_\_